COVIDSafe Plan

Guidance on how to prepare your COVIDSafe Plan is available [here](.).

Our COVIDSafe Plan	
Business name:	ST. PAUL'S PRIMARY SCHOOL
Site location:	230-240 Sunshine Avenue, Kealba VIC 3021
Contact person:	Denis Daly
Contact person phone:	9366 6033
Date prepared:	Friday 28 January 2022

Where applicable, guidance on specific controls for essential VCE and VCAL assessments can be found on page 10.

This document is to be used in conjunction with the current School Operations Guide, and is designed to document the operational details and specific controls for school's COVID-19 response.

This is a live document which should be regularly updated to reflect the school's current COVIDSafe practices in line with the Victorian Government's health advice and current School Operations Guide.

Document current as of 25 January 2022, with updated guidance in green font.

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
Provide and promote hand sanitiser stations for use on entering buildings and other locations in the worksite, and ensure adequate supplies of hand soap and paper towel are available for staff.	– Infrastructure to ensure an adequate supply of hand sanitiser, liquid soap, paper towel and disinfectant is available. Each building should have hand sanitiser and disinfectant wipes provided in entrances and occupied rooms. – Supply is being checked at the start and end of each day. – Cleaning contractor arrangements to include COVIDSafe daily end-of-school-day routine cleaning of all buildings' surfaces, with a focus on high-touch surfaces using a hospital-grade disinfectant. – Staff are being reminded to carefully place all paper towels, wipes and disposable personal protective equipment (PPE) in bins for cleaners to collect. – Bin liners are being replaced daily or as required and, if reused, disinfected. – Information has been provided to staff on washing hands or using hand sanitiser before and after moving between rooms or buildings, and after touching any doors. – Infrastructure to ensure an ample supply of > 60% alcohol-based hand sanitiser is available. For more information: [Infectious Cleaning Guidelines](.).
Where possible, enhance airflow by opening windows, adjusting air conditioning and installing air purification devices.	– Air purifiers are advised to be prioritised for higher risk areas. These areas include where high levels of mixing of staff and reduced mask use when eating, higher levels of exertion and increased aerosol projection, and areas of lower ventilation and possible exposure to illness. For example, sick bays, staff rooms, canteens, school receptions and student centres, gymnasiums and music rooms.

Guidance	Action to mitigate the introduction and spread of COVID-19
	– Turn on mechanical ventilation, where available and practicable, is to run systems during school hours including when rooms are unoccupied, and if possible ideally 2 hours before and after the use of a space. Where available, timers can be used to manage operation.
	– Air recirculation should be eliminated or minimised by setting air conditioning units to use external air rather than recycling, where possible.
	– Demand-controlled ventilation controls that reduce air supply based on occupancy or temperature should be disabled.
	– Air conditioning filters should be maintained according to maintenance plans, checked and cleaned with appropriate PPE.
	– Group activities have been rearranged to occur outdoors or in large indoor spaces where possible.
	– Staff are being encouraged to open windows and doors to promote airflow where possible.
	– Heating/split system filters are being cleaned on a regular basis to reduce the risk of airborne transmission.
	– Air conditioning systems have been set to use fresh air.
	– Not all mechanical systems can operate using outside air (for example, most split systems). Air conditioners that are unable to bring in outside air should not be considered as providing mechanical ventilation.
	– Air conditioners may be used to provide thermal comfort, however if they cannot use outside air, then they need to be used with other ventilation strategies.
	– Aim to open windows and vents that are higher or towards the ceiling during poor or windy weather.
	– Keep exhaust fans are to be used as much as possible.
	– Take measures to maintain thermal, noise and other comfort, such as flexible uniform and seating arrangements.
	– Schools are encouraged to avoid or reduce the use of spaces that can't be ventilated with fresh outdoor air, including spaces with windows that don't open or open to environments with poor air quality or other pollutants. Rotate the use of spaces that can be well ventilated if required.
	– Using more than one ventilation method creates greater opportunity to create a comfortable learning environment and maximising ventilation.
	For more information: School Operations Guide.
In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff who do not have their own.	For all school settings: • Teachers will be required to always wear masks indoors when not actively teaching or communicating with students. Masks are not compulsory for teachers and staff outdoors. • Students in Grade 3 and above must wear a face mask indoors at school, including specialist schools), and Outside School Hours Care (OSHC) programs, unless a lawful exception applies. Students must wear face masks even if vaccinated. Students are not required to wear masks outside. • For composite classes that include students in and above Grade 3 and below Grade 3, those below Grade 3 are strongly encouraged to wear masks. • When attending outdoor school camps and excursions, face masks are not mandatory, unless physical distancing cannot be maintained. Face masks must continue to be worn when indoors on camps and excursions. • Everyone over eight years old must wear a face mask when travelling to and from school on public transport, taxis or ride share vehicles. • School staff must wear a face mask in all indoor settings, except where removal of a face mask is necessary for effective communication. • Visitors to schools aged eight and above must wear a face mask in all indoor spaces, unless a lawful exception applies. • Students in Prep to Grade 2 are strongly recommended to wear a face mask indoors at school or an OSHC program.

Guidance	Action to mitigate the introduction and spread of COVID-19
	A face mask must cover the nose and mouth. Face shields, scarves or bandanas do not meet these requirements. There are a number of lawful reasons for not wearing a face mask, including for staff and students who are unable to wear a face mask due to the nature of their disability, medical or mental health condition. Parent/carers of a student/s who meet the criteria for an exception must provide their approval in writing for their children to not wear a mask to the school. There is no requirement for a letter for medical exception for not wearing a face mask from a medical practitioner. Outside of lawful exceptions, schools must treat any deliberate and persistent noncompliance with the face masks direction as a serious matter. Usual school procedures for dealing with non-compliance with school rules should be followed. For more information: DH guidance on face masks.
Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).	All staff are being briefed on infection control precautions: − Avoid people with fevers, sweats, chills or flu-like symptoms. − Use hand sanitiser between classes and after contact with commonly touched surfaces. − Maintain good cough etiquette. − Do not touch, kiss or hug others. − Use disinfectant wipes to clean computers and desks between different users and at the end of the day. Where a student or staff member is identified as a positive case, education contact tracing will no longer be a requirement. The revised process is set out in *Management of Confirmed Cases and Household Contacts at School* section of the School Operations Guide.
Replace high-touch communal items with alternatives.	Progressive cleaning of high-touch surfaces throughout the school day is no longer required, noting that schools have in place a range of complementary COVIDSafe strategies to reduce transmission risk. Schools should continue COVIDSafe routine and enhanced environmental cleaning and disinfection. For more information: − School Operations Guide. − Infectious Cleaning Guidelines.
Cleaning	

Increase environmental cleaning (including between changes of staff), and ensure high-touch surfaces are cleaned and disinfected regularly (at least twice daily).	Progressive cleaning of high-touch surfaces throughout the school day is no longer required, noting that schools have in place a range of complementary COVIDSafe strategies to reduce transmission risk. Schools should continue COVIDSafe routine cleaning and ensure:
	− Staff are being informed of the enhanced contractor cleaning arrangements and cleaning products.
	− Staff are being encouraged to regularly wipe down commonly touched surfaces with disinfectant wipes between classes.
	
	Deep Cleaning
	Schools should close spaces that are not needed and only use the administrative and teaching spaces needed to maintain physical distancing requirements and effective learning conditions.
	To help us deliver any necessary deep cleaning, it's recommended that school staff working on site:
	  o keep desks neat and tidy
	  o file important documents before leaving each day
	  o take personal belongings home each day (such as jackets, shoes, hats, gloves and face masks)

Guidance	Action to mitigate the introduction and spread of COVID-19
	o do not leave food or food containers out in the open (such as tea bags, biscuits, fruit, used cups, used cutlery) o store away shared and loose items (such as toys, musical instruments, and sporting equipment) o keep personal cutlery in a sealed container, not left out on a workstation. For more information: – Infectious Cleaning Guidelines – Enhanced School Cleaning Guidelines.
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	– Cleaning contractor arrangements to include performing a thorough COVIDSafe routine clean of all buildings' surfaces at the end of each day and/or increased frequencies using a hospital-grade disinfectant. – Staff are being encouraged to carefully place all waste and disposable PPE in bins for cleaners to collect. For more information: School Operations Guide.

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.	**School staff** must be fully vaccinated against COVID-19 or have a valid medical exemption. A third dose of a COVID-19 vaccine is required by 25 February 2022 if eligible, or within 3 months and 2 weeks of receiving a second dose to continue working in education settings. For more information see 'Required vaccinations for school staff' in the School Operations Guide. **Other workers** performing work on school sites (both inside and outdoors) must be fully vaccinated against COVID-19 or have a valid medical exemption. **Other workers** must also be advised to adhere to the COVIDSafe requirements set out in School Operations Guide. Under the COVID-19 Mandatory Vaccination (Specified Facilities) Directions, if a worker is, or may be, scheduled to work at a specified facility, the operator must collect, record and hold vaccination information about the worker. For the purposes of our schools, this means **employees** and **other workers**, although the information we collect, record and hold is different for those two categories. Processes are already in place to record the vaccination status of **employees** in Personnel Record System (PRS) or eHR/My HR. Schools will have to implement a new process for recording vaccination status for **other workers** attending the site, such as contractors, volunteers and certain visitors. Examples of **other workers** in an education context include: • persons contracted to work at an educational facility, whether or not engaged by the education operator (i.e. casual relief teachers, IT personnel, NDIS providers, auditors, breakfast club suppliers) • staff of diocesan education offices who attend an educational facility (e.g. allied health personnel) • staff of any other entity who attend an educational facility • volunteers who attend an educational facility and work in close proximity to children, students or staff (including parent helpers) • students on placement at an educational facility. Employees who are unvaccinated or have an unknown vaccination status are not allowed to attend on site. **Employees who are unvaccinated or have an unknown vaccination status are not allowed to attend on site.**

Guidance	Action to mitigate the introduction and spread of COVID-19
	Verification of vaccination status (visual verification only) All visitors attending schools, including for drop-off and pick-up, must adhere to physical distancing, density limit and face mask requirements, and practise respiratory etiquette and good hand hygiene. In addition, visitors who enter school buildings must be fully vaccinated against COVID-19 or have a valid medical exemption, with the following limited exceptions: • when attending to administer medical treatment to their own child when the treatment cannot be administered by the school • when attending to collect their child who is unwell and cannot leave the school building unaccompanied by their parent/carer • when attending for a momentary period that does not involve any sustained contact with staff or students, for example, to collect a completed art project or similar. Visitors attending any event or activity inside a school building including, but not limited to, tours, graduations, kindergarten transitions and whole-school events are required to show evidence of vaccination. Meetings and other discussions (such as Student Support Group meetings) with visitors who do not meet vaccination requirements should be held virtually. Visitors attending school sites for drop-off and pick-up who do not enter school buildings do not need to comply with vaccination requirements. Any visitor who needs to access an early childhood education and care service (including OSHC) and is required to traverse the school building to access the service is required to check in, but does not need to show their vaccination status. **Sighting vaccination status** When visually verifying the vaccination status of a visitor, no information is required to be recorded or retained. It is recommended that this verification occurs at an easily controllable location, such as an entrance to the school grounds or an entrance to a school building. **QR code check-in** The use of Service Victoria QR codes for electronic record keeping is now mandatory in all schools to enable the effective contact tracing of any COVID-19 cases. Employees **are not required** to check in with a QR code. Other Workers **are required** to check in with a QR code. Visitors **are required** to check in with a QR code when entering school buildings but not school grounds. Schools can permit parents to enter buildings onsite for student pick-up and drop-off providing sufficient QR code locations are available for parents to check in. Where this is not possible, parents should not be permitted to enter buildings for pick-up and drop-off. All parents and carers attending schools, including for drop off and pick up must also adhere to physical distancing, density limits, face mask requirements and practise respiratory etiquette and good hand hygiene. Parents and carers who enter school buildings must check in using the QR code.

Guidance	Action to mitigate the introduction and spread of COVID-19
	Upon arrival at the campus or office, staff, students, visitors and contractors to be reminded to 'stay home if unwell'. If upon arrival or during the day anyone exhibits COVID-19 symptoms, they will be immediately isolated. An incident report will be completed and the person encouraged to self-isolate until they can be tested and receive the result. Staff and visitors are being reminded to remain hypervigilant in maintaining good personal hygiene. For more information: School Operations Guide.
Establish a system for managing visitors and large events.	Schools are reminded that existing sign in and out processes should continue to be used to record essential visitor attendance, in particular the purpose of visits, for legal and regulatory obligations Assemblies and other school run events exclusive to **employees**, students and visitors from a single school can occur but are **strongly encouraged to be held outside where possible**. These events must adhere to all QR code check-in and vaccination/status information requirements detailed above for **employees, other workers and visitors**. Schools must also determine if the activity they are undertaking has additional requirement under the Victorian government Sector guidance to confirm COVIDSafe requirements. Sector guidance should be reviewed in detail before holding activities that do not fall in to the normal definition of school operations. Activities that have additional requirements include, but are not limited to places of worship and religious gatherings, physical recreation & sport, swimming pool related activities, and entertainment and Leisure (including public events). School students are not required to show proof of vaccination to attend school camp (that is, to stay with an accommodation provider) or to attend activities that occur outside of the accommodation facility in another venue as part of the school camp activities. Schools are not required to check the vaccination status of external staff at external venues. Staff working at school camps must comply with the relevant vaccination requirements of the venue. Formals, graduations, and other ceremonies (including events held off school premises and/or with parents/carers and other guests) can take place, however they must align with community settings. Indoor events will remain subject to the obligations such as caps and density quotients. All eligible adults must be fully vaccinated. Outdoor events can be held with up to 500 people, with a density quotient of one person per two square metres applied. It continues to be recommended that staff should avoid working across multiple sites as much as practical, noting there will be some workforces who will need to work across multiple schools (i.e. health and wellbeing staff and casual relief teaching staff). Staff meetings and professional development activities should be held remotely for the first four weeks of term one, wherever feasible. Staff who are attending school under critical workforce exemptions should not attend face-to-face meetings. Schools are permitted to allow external providers to use or hire school facilities. When hiring out school facilities, schools are required to collect, record and hold vaccination information of all workers, and volunteers that work with children. To meet this requirement, schools do not need to directly sight proof of vaccination of these workers (e.g. digital certificate). Schools can request that the hiring

Guidance	Action to mitigate the introduction and spread of COVID-19
	person or group provide a list with the names and vaccination status of any workers. If an external party is using school facilities during school hours, mixing between external parties and school staff and students should be minimised (for example, ideally a swim school would have exclusive use of a school pool and change room). When unsure, providers should be directed to the Victorian government Sector guidance to confirm COVIDSafe requirements. For more information: School Operations Guide.
Configure communal work areas so that there is no more than one worker per four square metres of enclosed workspace, and employees are spaced at least 1.5 metres apart. Also consider installing screens or barriers.	– Common rooms and areas accessed by the public (reception areas) in each campus or office will be inspected and seating arrangements staggered to promote physical distancing in line with one person for every four square metres. – Floor marking will be introduced to maximise physical distancing. – Staff and visitors are being reminded to remain hypervigilant in maintaining good physical distancing, at all times. – Workstations, classrooms and reception areas will be reviewed and, wherever possible, reconfigured or modified to reduce the risk of person-to-person or person-to-surface transmission. – Shields, barriers and signage will be considered as part of the control measures. – Density limits do not apply in classrooms and other spaces for the purposes of student use, including corridors and other shared areas. For more information: – School Operations Guide – Health and safety advice for all Victorian schools.
Minimise the build-up of employees waiting to enter and exit the workplace.	– Schools must implement actions to reduce the congregation of adults around the school and ease congestion. Schools can do this through strategies such as the use of multiple entry/exit points, creating spaces for egress in different areas of the school and appropriate signage to communicate expected behaviours. – Schools must communicate the strategies in place to parents through local signage and school communications (e.g. letter and newsletter) to remind staff, students and families of the need for behaviours that support physical distancing. – Stagger drop off and pick up times (noting operations of school hours should be not disrupted). – Use of multiple entry and exit points to prevent concentrations of students and minimise parents onsite. For more information: School Operations Guide.
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	Staff and adult visitors are being briefed to follow physical distancing rules: – Remain at least 1.5 metres from other individuals wherever possible. – Only have one person in small work areas. – Avoid shaking hands, hugging or touching others. – Hold meetings outside in the open air if possible. – Always use good hand and cough/sneeze hygiene. – Eat lunch outside rather than indoors if possible. – Don't share food or drinks in the workplace. – Practise the hygiene and cleaning protocols detailed in this plan. – Staff should reduce as far as possible the use of common areas such as staff rooms. – Staff should eat and drink outside wherever possible and practicable.

Guidance	Action to mitigate the introduction and spread of COVID-19
	– Density limits of one person per four square metres apply to staff areas such as staff lunchrooms and areas accessed by the public, such as reception areas. All staff on site are trained in the 'School and Early Childhood Infection Prevention and Control During Coronavirus (COVID-19)' eLearn module. For more information: Guidance on hygiene and physical distancing.
Review delivery protocols to limit contact between delivery drivers and staff.	– Delivery drivers are being advised to follow physical distancing, hygiene and cleaning protocols detailed in this plan. – Designated delivery areas are being clearly signposted at entry points to minimise contact. – Staff and visitors are being reminded to remain hypervigilant in maintaining good personal hygiene, at all times. For more information: School Operations Guide.
Where relevant, ensure clear and visible signage in areas open to the general public that specifies maximum occupancy of the space, as determined by the 'four square metre' rules and 1.5 metre physical distancing.	– Approved DH signage for schools and offices to be placed in clear and visible locations to promote physical distancing and good hygiene practices. For more information: School Operations Guide.
Guidance	Action to ensure effective record keeping
Record keeping	
Establish a process to record the attendance of customers, clients, visitors, workplace inspectors and delivery drivers. This information will assist employers to identify close contacts.	The use of Service Victoria QR codes for electronic record keeping is now mandatory in all schools to enable the effective contact tracing of any COVID-19 cases. – Visitors are required to check in with a QR code when entering school buildings, but not school grounds. – Other workers are required to check in with a QR code. – Schools can permit parents to enter buildings on site for student pick-up and drop-off, providing sufficient QR code locations are available for parents to check in. Where this is not possible, parents should not be permitted to enter buildings for pick-up and drop-off. – Employees are not required to check in with a QR code – Further information about QR code set-up can be found at Register to use the Victorian Government QR code service. Upon arrival at the school/office, all visitors, contractors, staff and students are being asked to confirm that they have not: – experienced fever or flu-like symptoms, such as coughing, sore throat and fatigue – experienced shortness of breath – returned from overseas in the last 14 days (there are additional requirements in place for students and families who arrive from overseas - both returning local students and international students - refer to Victorian Border Crossing Order 2022 (No. 3) for current requirements. – been in close contact with someone with a confirmed case of COVID-19 – been required to remain in isolation. For more information: School Operations Guide.
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	– COVID-19 related reporting is communicated to staff via a staff meeting. – Staff are advised to notify the school principal or office manager remotely and complete an incident report form on the CEVN website. – Medical advice and testing should be sought immediately. For more information: School Operations Guide.
Guidance	Action to prepare for your response

Guidance	Action to mitigate the introduction and spread of COVID-19
Preparing your response to a suspected or confirmed COVID-19 case	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	The school has considered: – preparing for absenteeism of staff due to quarantine or self-isolation while waiting for test results – key dependencies – delivery of essential services – communications during a critical incident. For more information: – Coronavirus: School Closure – Reactive Communications Pack.
Prepare to assist the DH with contact tracing, and providing staff and visitor records to support contact tracing.	– Administration staff will be able to provide visitor, contractor, staff and student records from the period of 48 hours prior to the onset of symptoms in a suspected case of COVID-19. This will assist with contact tracing should someone test positive. – Education contact tracing will no longer be a requirement, and a daily notification (where applicable) will be provided to the affected group/cohort/year level or to the whole school where a student or staff member has (or multiple students or staff members) have returned a positive COVID-19 test result and had attended the school. For more information: School Operations Guide.
Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.	– If a confirmed or suspected COVID-19 case has been in the workplace, routine cleaning to take place in accordance with DHHS guidelines. – The school will follow directions provided by the DHHS regarding partial or full school closure. For more information: Infectious Cleaning Guidelines.
Prepare for how you will manage a suspected or confirmed case in an employee during work hours.	If a staff member or student is suspected of having COVID-19: – isolate the person immediately – notify the school/office leadership team – complete an incident report form – make arrangements for the person to travel home and to be tested. Advise them to self-isolate until the test result is received – continue with enhanced cleaning regime until the outcome of the case is known – if the case is positive, facilitate a 'routine' clean of the facilities as per the Infectious Cleaning Guidelines – notify anyone potentially at risk to self-isolate and to also be tested. If a student or staff member tests positive to COVID19, either through RA test or PCR test: – they must isolate at home or in private accommodation for 7 days (inclusive of weekends) and do not attend school during this period – They must inform the school that they have tested positive to COVID-19 – A negative test is not required to return to school following completion of 7 days of isolation. – The school must report positive student cases via – the VicEd COVID Tool. – Staff members must report a positive test result and submit a leave request. – The school should notify school community that there has been a case at the school using the communication templates available. If a student or staff member is a household contact or house-like contact they must: – Notify the school that they are a household or household-like contact follow the Checklist for COVID contacts. – Students must quarantine for 7 days (inclusive of weekends) and must not attend school during this period.

Guidance	Action to mitigate the introduction and spread of COVID-19
	– Staff members must quarantine for 7 days (inclusive of weekends) and must not attend school during this period unless a critical work exemption has been agreed (see Page 8 of the School Operations Guide, Exemptions for staff who are household contacts). If a student or staff member has been in contact with a case of COVID-19, including at school or at work, they must: – If asymptomatic, students and staff should continue to attend school and monitor for symptoms. – If symptomatic, all students/staff must stay/return home, take a rapid antigen test, or get a PCR test if a rapid antigen testing kit unavailable. – On receipt of a negative test result, and if well enough, the student/staff member can return to school. – If staff/students are too unwell to attend school, usual leave/absence policies apply. Follow the Checklist for COVID contacts. – The school is not required to seek rapid antigen test results from the students or staff unless a positive test is returned. For more information: – School Operations Guide. – Coronavirus: School Closure – Reactive Communications Pack.
Prepare to notify workforce and site visitors of a confirmed or suspected case.	– Follow the Coronavirus: School Closure – Reactive Communications Pack. – For all suspected COVID-19 cases, the employer will inform all staff not in close contact to be vigilant about the onset of symptoms.

I acknowledge I understand my responsibilities and have implemented this COVIDSafe Plan in the workplace.

Signed

Name   Denis J. Daly

Date   28.01.22

You do not have to lodge your COVIDSafe Plan with the Victorian Government. However, you may be required to provide the COVIDSafe Plan to the Department of Health and Human Services (DHHS) or WorkSafe Victoria upon request or in the event of a confirmed positive case at your workplace. There will be random business spot checks for COVIDSafe Plans.